

Title: **FORMAT FOR WRITING ECOTOX STANDARD OPERATING PROCEDURES**

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## **1.0 OBJECTIVE**

This section describes the purpose of the standard operating procedure (SOP).

## **2.0 HEALTH AND SAFETY**

This section describes personal protective equipment, where the task should occur, and other safety considerations.

## **3.0 PERSONNEL/TRAINING/RESPONSIBILITIES**

This section describes the training and supervision required.

## **4.0 REQUIRED AND RECOMMENDED MATERIALS**

This section lists the required supplies and equipment:

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## **5.0 PROCEDURE**

### **5.1 Main Heading 1**

#### 5.1.1 Subheading 1

\$ Bulleted steps should follow.

5.1.2 Subheading 2

\$ Bulleted steps should follow.

**5.2 Main Heading 2**

5.2.1 Subheading 1

\$ Bulleted steps should follow.

5.2.2 Subheading 2

\$ Bulleted steps should follow.

Add additional headings and steps as needed.

**6.0 QUALITY CONTROL/QUALITY ASSURANCE**

This section describes QA/QC requirements such as condition of equipment, instrument calibration, use of reference toxicants, record keeping, and data evaluation. For general guidance on good laboratory practices related to toxicity testing, see: USEPA, 1979, 1980; and DeWoskin, 1984.

**7.0 REFERENCES**

DeWoskin, R.S. 1984. Good laboratory practice regulations: a comparison. Research Triangle Institute, Research Triangle Park, North Carolina. 63 pp.

USEPA. 1979. Good laboratory practice standards for health effects. Part 772 - Standards for development of test data. Fed. Reg. 44:27362-27375, May 9, 1979.

USEPA. 1980. Physical, chemical, persistence, and ecological effects testing; good laboratory practice standards (proposed rule). 40 CFR 772, Fed. Reg. 45:77353-77365. November 21, 1980.

**8.0 TABLES**

This section includes tables such as recipes for stock solutions, example data sheets, etc.